

Instructions For Grant Reimbursement Grant Program

Important revisions have been made. Review all instructions completely.

1. Read the Memorandum of Agreement form (MOA), the City/County Manager must sign and date this form and submit within sixty days after receiving the **Award Letter**. The Office of EMS (OEMS) will keep this form on file.
2. Purchase item(s) awarded as stated on the Award Page. You must comply with all conditions listed on the Memorandum of Agreement form. Purchase(s) **must** be made after the commencement of the grant period and completed prior to the end of the grant period. Grant periods are three (3) months in length and expires on November 1, 2009.
4. Reimbursement of grant awards - Submit a copy of an itemized, dated, numbered vendor invoice(s) to OEMS for reimbursement. Invoice(s) are to be submitted to OEMS within three (3) months after the grant period begins on July 1, 2009. Any grant for which appropriate proof of purchase has not been received by November 1, 2009 after the grant period ends will be considered expired.
5. Equipment Status/Final Report Form must be submitted to OEMS by December 31, 2009 after the equipment /project is received/completed by grantee. All items must be listed on your report form with a serial number provided if applicable.
7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without **prior** approval of the OEMS. See award page for additional grant conditions.
8. Any questions can be directed to Amanda Davis, Grant Manager at (804) 864-7611 or Linwood P. Pulling, Grant Specialist at (804) 864-7612.